



Certification of Transportation Mileage

Return to: Office of District Support Services
Capital Plaza Tower
500 Mero Street
Frankfort, KY 40601
Fax: (502) 564-7574

School Year : _____

District Name: _____

District Number: _____

BUS USE REPORT **DAILY VEHICLE MILEAGE TO AND FROM SCHOOL**

A. Board-Owned Vehicles

Daily mileage of board-owned vehicles used to transport pupils (exclude kindergarten and exceptional children) to and from school:

1. With pupils on board.....
2. Without pupils on board.....

Daily mileage of board-owned vehicles used exclusively to transport kindergarten pupils (exclude exceptional children) to and from school:

3. With pupils on board.....
4. Without pupils on board.....

Daily Mileage of board-owned vehicles used exclusively to transport handicapped pupils to and from school :

5. With pupils on board.....
6. Without pupils on board.....

TOTAL A: (1+2+3+4+5+6)

B. Privately-Owned Vehicles

Daily mileage of privately-owned vehicles used to transport pupils (exclude kindergarten and exceptional children) to and from school:

7. With pupils on board.....
8. Without pupils on board.....

Daily mileage of privately-owned vehicles used exclusively to transport kindergarten pupils (exclude exceptional children) to and from school:

9. With pupils on board.....
10. Without pupils on board.....

Daily Mileage of privately-owned vehicles used exclusively to transport handicapped pupils to and from school:

11. With pupils on board.....
12. Without pupils on board.....

TOTAL B: (7+8+9+10+11+12)

GRAND TOTAL (A+B).....

Current Fiscal Year Overall Bus Mileage

(The Overall Bus Mileage should be overall odometer mileage driven by each bus from July 1 through June 30 and should include to and from school and all non to and from school mileage.)



Due: July 8

INSTRUCTIONS

Daily Vehicle Mileage To and From School

It is very important that the requested mileage be reported accurately. Estimates should not be made. This mileage will be used in calculating the to and from school cost per mile.

List, in the appropriate space, the total **daily** mileage of all vehicles used to transport pupils from home to school and back home.

The daily mileage of vehicles used only to transport handicapped pupils and midday kindergarten pupils to and from school should be listed separately in the appropriate space.

All mileage should be rounded off to the nearest mile.

Bus drivers who transport pupils to and from school should report daily route mileage with and without pupils on board. If a bus odometer does not work properly, the route should be checked with another vehicle to get an accurate reading.

DO NOT INCLUDE THE FOLLOWING VEHICLE MILEAGE IN THE TO AND FROM MILEAGE

Vocational school transportation, transportation to the School for the Deaf and the School for the Blind, Head Start transportation, field trips, athletic trips, or Extended School Services transportation.

Current Fiscal Year Overall Bus Mileage

The Overall Bus Mileage should be overall odometer mileage driven by each bus from July 1 through June 30 and should include to and from school and all non to and from school mileage.

This form can be emailed to: kconway@kde.state.ky.us ; faxed to (502) 564-7574 attention Karen Conway, or mailed to:

Office of District Support Services
Kentucky Department of Education
15th Floor, Capital Plaza Tower
500 Mero Street
Frankfort, KY 40601

Due: July 8